



Evidence analysis – VET Quality Framework

ORGANISATION DETAILS

Organisation's legal name **Oakbridge Investments Pty Ltd as trustee for the McKinnon Family Trust**

Trading name/s Building Futures Education Services

RTO number (if any) 32075

REVIEW DETAILS

Type of review **Sanction**

Audit number 1008838

Date evidence received 26/11/2015

Date review conducted 08/12/2015

REVIEW TEAM

Reconsideration officer Jane Connellan

Review officer Seth Farrington

Technical adviser/s n/a

SCOPE OF REVIEW

Code	Training Product	Mode/s of delivery/assessment*
CHC30113	Certificate III in Early Childhood Education and Care	Workplace
CHC50113	Diploma of Early Childhood Education and Care	Workplace

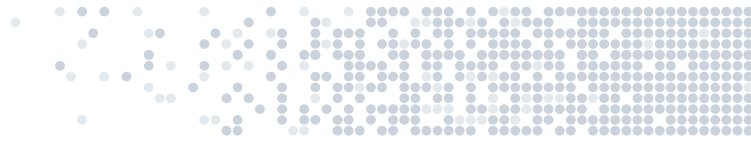
*Apprenticeship, Traineeship, Face to face, Distance, Online, Workplace, Mixed, Other (specify)

FINDING FOLLOWING EVIDENCE REVIEW

Finding as at 08/12/2015: Compliant

- The level of non-compliance considers the potential for an adverse impact on the quality of training and assessment outcomes for students.
- If non-compliance has been identified, this analysis describes evidence of the non-compliance.

Clause 1.4: The RTO meets all requirements specified in the relevant training package or VET accredited course. **FINDING: Compliant**



Outstanding non-compliance:

- The evidence provided does not demonstrate that the RTO has:
 - assessments that provide learners with the opportunity to demonstrate competency (because the performance (skills) requirements of the units of competency will not be assessed) – refer to Clause 1.8

Analysis of evidence:

- The evidence consists:
 - Written response to the identified non-compliances
 - Update and enhanced assessment materials – refer to Clause 1.8
- The evidence provided demonstrates that the RTO has:
 - assessments that provide learners with the opportunity to demonstrate competency including the performance (skills) requirements of the units of competency – refer to Clause 1.8

Clause 1.8: The RTO implements an assessment system that ensures that assessment (including recognition of prior learning):

FINDING: Compliant

- a) **complies with the assessment requirements of the relevant training package or VET accredited course; and**
- b) **is conducted in accordance with the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence contained in Table 1.8-2.**

Outstanding non-compliance:

CHC30113 Certificate III in Early Childhood Education and Care

CHCECE003 Provide care for children

- The organisation provided the following:
 - Section 2 – Practical Observation - Third Party Report V2 March 2015
- The assessment instructions note that in addition to the workplace supervisor's observation of the student, an assessor will visit the site to confirm performance skills and observe the learner in the workplace.
- The practical observation report provides a list of 16 workplace activities and includes examples of observable actions and behaviours as a benchmark of satisfactory performance. There is a section against each task that requires the workplace supervisor and the assessor to provide comments about the student's performance and provide a signature and date. The assessor is additionally required to indicate whether the performance is satisfactory or not satisfactory.
- ***There was no evidence of an assessment instruction or an assessment recording tool to support the performance evidence requirement to provide care and respond appropriately to at least three children of varying ages.***

CHC30113 Certificate III in Early Childhood Education and Care

CHCECE007 Develop positive and respectful relationships with children

- The organisation provided the following:
 - Section 3 - Third Party Report V2 March 2015



- The assessment instructions note that in addition to the workplace supervisor's observation of the student, an assessor will visit the site to confirm performance skills and observe the learner in the workplace.
- The practical observation report provides a list of 19 performance activities and includes examples of observable actions and behaviours as a benchmark of satisfactory performance. There is a section against each task that requires the workplace supervisor and the assessor to provide comments about the student's performance and provide a signature and date. The assessor is additionally required to indicate whether the performance is satisfactory or not satisfactory.
- ***There was no evidence of an assessment instruction or an assessment recording tool to support the performance evidence requirement to communicate positively and respectfully and interact effectively with at least three children.***

CHC50113 Diploma of Early Childhood Education and Care

CHCECE018 Nurture creativity in children

- The organisation provided the following:
 - Section 3 - Third Party Report V2 March 2015
- The assessment instructions note that the student will 'converse' and 'consult' with the workplace supervisor during the assessment and an assessor will visit the site to confirm performance skills and observe the learner in the workplace.
- This is a project-style assessment that requires the submission of documentary evidence, and the instructions provided to students are consistent with the performance evidence requirements of the training package.
- A third party report is required to be completed by the workplace supervisor to confirm that the student is able to meet the performance evidence requirements of the training package. The workplace supervisor is referred to the training package requirements set out in the learning guide.
- ***There was no evidence of any guidance to the workplace supervisor, such as performance benchmarks, that would support a valid assessment process.***
- ***The evidence submitted supports the collection of third party evidence only. There was no evidence of a tool used by the assessor to assess the student's project submission and make an assessment judgement.***

Analysis of evidence:

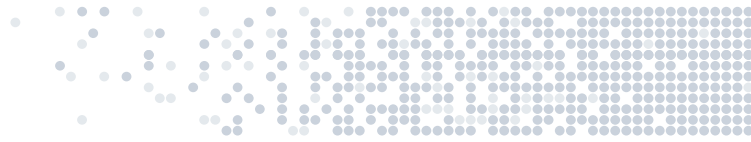
CHC30113 Certificate III in Early Childhood Education and Care

CHCECE003 Provide care for children

- Evidence consists:
 - Written response to the identified non-compliances
 - Section 2 – Practical Observation - Third Party Report V3 November 2015
- The organisation has provided updated and enhanced assessment materials that now include assessment instruction and assessment recording tools to support the performance evidence requirement to provide care and respond appropriately to at least three children of varying ages.

CHCECE007 Develop positive and respectful relationships with children

- Evidence consists:
 - Written response to the identified non-compliances
 - Section 3 - Third Party Report V3 November 2015
- The organisation has provided updated and enhanced assessment materials that now include assessment instruction and assessment recording tools to support the performance evidence



requirement to communicate positively and respectfully and interact effectively with at least three children.

CHC50113 Diploma of Early Childhood Education and Care

CHCECE018 Nurture creativity in children

- Evidence consists:
 - Written response to the identified non-compliances
 - Section 3 - Third Party Report V3 **November 2015**
- The organisation has provided updated and enhanced assessment materials that now include guidance to the workplace supervisor, such as performance benchmarks, that would support a valid assessment process.
- Furthermore, the materials have been updated to ensure the assessor includes the assessment of the student's project submission in making the judgement of competence for the unit.

Clause 1.9: The RTO implements a plan for ongoing systematic validation of assessment practices and judgements that includes for each training product on the RTO's scope of registration:

FINDING: Compliant

- a) **when assessment validation will occur;**
- b) **which training products will be the focus of the validation;**
- c) **who will lead and participate in validation activities; and**
- d) **how the outcomes of these activities will be documented and acted upon.**

Outstanding non-compliance:

- The organisation provided the following:
 - Validation plan schedule V2 March 2015
 - Validation of Assessment Tools & Judgements V1 March 2015
- The validation plan schedule shows timeframes for the validation of units of competency and associated resources that support the training and assessment delivery. The scheduled activities begin in April 2015 and end in April 2018 and cover all units of competency delivered under the organisation's two training products.

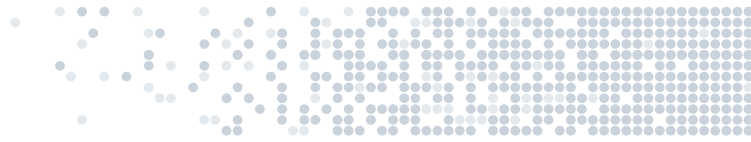
The plan provides space to record lead responsibility, participants involved, resources required, documentation to be produced, judgements, and follow up action and staff responsible, no information has been provided for these items.

Analysis of evidence:

- Evidence consists:
 - Written response to the identified non-compliances
 - Validation schedule V3 November 2015
- The organisation has provided an updated and enhanced Validation schedule which now nominates lead responsibility, the participants involved and dates scheduled for the process.

Clause 2.1: The RTO ensures it complies with these Standards at all times, including where services are being delivered on its behalf. This applies to all operations of an RTO within its scope of registration.

FINDING: Compliant



Outstanding non-compliance:

- The organisation has not demonstrated compliance with the following:
 - Standard 1, Clause 1.4, 1.8 and 1.9.

Analysis of evidence:

- The organisation has now demonstrated compliance with Standard 1, Clause 1.4, 1.8 and 1.9 demonstrating the organisation will ensure it complies with the Standards at all time.